

WIBOSCOC

Discharge Planning Toolkit Instructions

Purpose:

The purpose of this toolkit is to support WIBOSCOC's in connecting with any type of facility that would provide services in an inpatient/inmate setting to help collaborative efforts to ensure individuals/patients are not discharge or released into homelessness. The toolkit does this by providing templates and suggested topics to consider when approaching this work across communities.

Please note the templates and suggested topics are starting points to begin conversations and work with community partners. There can be changes, additions or other forms used that best support community partnerships in ending homelessness.

Tool Kit includes:

Links to identify local inpatient/Inmate organizations/setting:

Hospitals: <https://www.dhs.wisconsin.gov/library/hospitaldir.htm>

Residential Care Facilities: <https://www.dhs.wisconsin.gov/guide/seek.htm>

Substance Use Treatment Facilities:

<https://211wisconsin.communityos.org/addiction-helpline-guided-search>

Mental Health Treatment Facilities:

<https://211wisconsin.communityos.org/mentalhealthguidedsearch>

Department of Corrections Adult Institutions:

<https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/AdultFacilities.aspx>

Attachments:

Instruction Template on how to use 211 to find other local resources (including Mental Health and Substance Use facilities).

Introduction E-mail Template

MOU Template

Domestic Violence Release of Information Template

HMIS Release of Information Template

Instructions for Document Use/Considerations to address:

- 1) Use the links above and 211 information database instruction to identify organizations in your area that standardly release patients/clients/inmates from their services. (i.e. Hospitals, assisted living/nursing care facilities, correctional facilities, etc.)
- 2) The Introduction E-mail Template can be used/modified and sent to the identified organization(s) to begin connecting and creating a plan to work together on discharge planning.
- 3) MOU template can be used when formalizing an agreement between the COC and local organizations.
 - a. When you are in the process of creating an MOU consider discussing how information will be securely transmitted from organization to organization. You may want process this included in the MOU or an addendum to the MOU.
 - b. Consider what are the systems and processes that will support your local collaboration/partnership in ensuring individuals/client/patients are not released into homelessness.
- 4) Release of information templates are provided to use when discussing information sharing. These templates are a jumping off point; other organization or partnership specific release of information forms can be used as agreed upon by all parties.

If you find that there are gaps in service in your community work to remedy the immediate situation, as well as inform your COC of the gap and explore how local services/partnerships can work to bridge gaps.